Financial Management System (FMS)
User’s Guide

Journal Entries

Version 2.2
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OVERVIEW

Journal entries may be defined as transactions entered to adjust or correct account balances. Every journal entry must have at least one debit and credit transaction and the transaction must net to zero. Journal entries can be used to correct expenditures applied to the wrong account, post accrual transactions at the end of a period, post interfaced transactions from another FMS module or from a non-FMS system, or post transactions that are not part of another module such as bank fees or deferred revenue. FMS has many modules that import journal transactions to the General Ledger; however, this course will focus on manual journal entries.

Course Objectives

Upon reading and reviewing this Journal Entries User’s Guide, users will be able to:

- Log onto the Financial Management System (FMS)
- Appropriately select a journal component, source, and category
- Create a journal entry
- Attach a document to a journal entry
- Post a journal entry
- Reverse a journal entry
- Create, define, and use a reoccurring journal entry
- Search for a specific journal entry
- Process journal entries through the Web ADI
- Approve a journal batch
- Run standard management reports

Journal Entry Process

The current journal entry process was enhanced to implement a new financial management system. Brief explanations of the new process and of the changes to the journal entry process follow.
Journal Entry Process

Changes to the Journal Entry Process

The following table explains the changes made to the overall current process and the impact of those changes.

<table>
<thead>
<tr>
<th>Process Affected</th>
<th>Change(s)</th>
<th>Impact(s) or Implication(s)</th>
<th>Audience Impacted</th>
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<tr>
<td>Create Manual Journals Process</td>
<td>The current journal entry process is paper-based. The paper journal entries are routed for approvals and the paper copy is sent to Division of Controller for entry into the Financial Information System (FIS). Within the Montgomery County Public Schools (MCPS), all departments will be submitting journal entries in the system. Journals will be signed by the preparer, approved by the account owner, and approved by Division of Controller before being released for posting. Supporting documents, such as Microsoft Excel Worksheets, may be attached to journals.</td>
<td>Department staff will be entering journal entries in FMS. Schools can transition, as they become familiar, from paper journals to FMS journals. The journal entry process is an infrequent transaction in schools; therefore, a gradual transition is warranted to facilitate familiarity with the system. Journal entries must be approved before being posted to the General Ledger, resulting in reduced processing time. Additional methods of manual entry are available: manual entries, accrual entries, reversing entries, recurring entries (mass allocations), and spreadsheet.</td>
<td>Division of Controller and Journal Entry users</td>
</tr>
<tr>
<td>Create ADI Journals Process</td>
<td>Users will have the ability to import journal entries using FMS’s spreadsheet tool.</td>
<td>Users will be able to upload journal entries from a spreadsheet to the General</td>
<td>Division of Controller and Journal Entry users</td>
</tr>
<tr>
<td>Process Affected</td>
<td>Change(s)</td>
<td>Impact(s) or Implication(s)</td>
<td>Audience Impacted</td>
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<tr>
<td>Import Sub-ledger Journals Process</td>
<td>Users need to manually import FMS sub-ledger journals and external journal interfaces from interfaces such as Payroll, Faster, Winsnap, Utilities, and AMEX to the General Ledger interface.</td>
<td>In FMS, a functional resource will performed this import process. Division of Controller staff will perform process control and reconciliation.</td>
<td>Division of Controller</td>
</tr>
<tr>
<td>Create Recurring Journals Process</td>
<td>Currently in FIS, there is no place to capture recurring entries.</td>
<td>FMS allows you to set up recurring journal entries.</td>
<td>Division of Controller and Journal Entry users</td>
</tr>
<tr>
<td>Create Accrual Journals Process</td>
<td>Users will be entering Accrual journal entries in FMS.</td>
<td>The impact is low; the process is currently being performed.</td>
<td>Division of Controller</td>
</tr>
<tr>
<td>Post Journals Process</td>
<td>Currently, journal entries are reviewed (paper form) and approved by account owner and Division of Controller before being entered into FIS. In FMS, journal entries will be entered directly in the General Ledger, reviewed, approved, and then posted. The act of posting journal entries is actually what updates the account balances of the detail and summary accounts.</td>
<td>Manual processes are now automated and tracked in FMS. The process of reviewing, approving, and posting journal entries is a new process with FMS. However, the basic concept is the same as it was in FIS.</td>
<td>JE approvers (account owners) and Division of Controller</td>
</tr>
<tr>
<td>Reverse Posted Journals Process</td>
<td>Reversing posted journal entries will be performed automatically in FMS.</td>
<td>When the original journal entry is created, users flag it as a reversal journal, or query for an existing journal and reverse it.</td>
<td>Division of Controller</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>The current accounting structure uses a 17-digit account number incorporated into one field. All 17 digits are required to post accounting data to FIS. The new Chart of Accounts will use a 34-digit account number comprising nine segments—Fund (2 numeric characters), Department (5 numeric characters), School (3 numeric characters), Category (2 numeric characters), Account (6 numeric characters), Grant (6 alpha-numeric characters),</td>
<td>The Chart of Accounts serves as the foundation of MCPS’s new FMS. The Chart of Accounts cannot be changed after a transaction is posted—accounts may be deactivated or added, but not deleted. All account numbers are changing. Training on the changes will be given. All feeder systems will need to adapt to the new Chart of Accounts. Greater analytic and reporting capabilities will exist.</td>
<td>Division of Controller in conjunction with the Budget Department</td>
</tr>
<tr>
<td>Process Affected</td>
<td>Change(s)</td>
<td>Impact(s) or Implication(s)</td>
<td>Audience Impacted</td>
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<td>-----------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>On Line Inquiry</td>
<td>FMS provides online financial inquiry and drill-down inquiry. In FIS, there was no ad hoc inquiry or drill-down capabilities.</td>
<td>FMS increases the amount of information that can be viewed through online inquiry and drill-down inquiry. FMS inquiry, especially drill-down, will be a substantial improvement in customer deliverables.</td>
<td>Division of Controller, department and school managers, and lead fiscal staff</td>
</tr>
</tbody>
</table>
JOURNAL COMPONENTS

A journal consists of three components:

- **Batch**: Sometimes referred to as a batch header, it identifies the batch name and the accounting period in which the journals are entered and posted. A batch may consist of one or many journals.

- **Journal Header**: Sometimes referred to as the header, it identifies each journal within the batch. Currency and category are controlled at the journal level, while posting is controlled at the batch level. In other words, a batch may consist of multiple journals with different categories and currencies, while posting can take place only when all journals within the batch are validated.

- **Journal Lines**: They control the accounts and amounts. Typically a financial journal has at least two lines (debit and credit).
The FMS General Ledger comes with more than 60 defined journal sources. However, MCPS will use 46 journal sources. The default source for journal entries will be Manual. The following table lists journal sources available in the FMS.

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Asset</td>
<td>Fixed Assets System</td>
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<tr>
<td>Average Consolidation</td>
<td>Average Consolidation Transfer</td>
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<tr>
<td>Budget – Indexation</td>
<td>Budget – Indexation</td>
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<tr>
<td>Budget – Journal</td>
<td>Budget – Journal</td>
</tr>
<tr>
<td>Budget – Next Year</td>
<td>Budget – Next year Carry Forward</td>
</tr>
<tr>
<td>Budget – ReProfile</td>
<td>Budget – ReProfile</td>
</tr>
<tr>
<td>Budget – Upload</td>
<td>Budget – Upload</td>
</tr>
<tr>
<td>Budget Journal</td>
<td>Budget Journal</td>
</tr>
<tr>
<td>Carry Forward</td>
<td>Carry Forward Journal Entry</td>
</tr>
<tr>
<td>Closing Journal</td>
<td>Closing Journal</td>
</tr>
<tr>
<td>Consolidation</td>
<td>Consolidation Transfer</td>
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<td>Contract Commitment</td>
<td>Contract Commitment</td>
</tr>
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<td>Conversion</td>
<td>Historical Data Conversion</td>
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<td>Elimination</td>
<td>Intercompany Elimination</td>
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<tr>
<td>Encumbrance</td>
<td>Manual Encumbrance Entry</td>
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<td>Encumbrance (Copied)</td>
<td>Encumbrance (Copied)</td>
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<td>Inflation</td>
<td>Inflation Journal Entry</td>
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<td>Inflation Accounting</td>
<td>Inflation Accounting</td>
</tr>
<tr>
<td>Inflation Accounting</td>
<td>Inflation Accounting</td>
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<tr>
<td>Intercompany</td>
<td>Intercompany Transactions</td>
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<tr>
<td>Internal Trading</td>
<td>Internal Trading Journal</td>
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<tr>
<td>Inventory</td>
<td>Inventory Control System</td>
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<tr>
<td>Lawson</td>
<td>LAWSON Payroll</td>
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<tr>
<td>Manual</td>
<td>Manual Journal Entry</td>
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<td>MassAllocation</td>
<td>Mass Allocation</td>
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<td>Move/Merge</td>
<td>Move/Merge</td>
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<tr>
<td>Move/Merge Reversal</td>
<td>Move/Merge Reversal</td>
</tr>
<tr>
<td>Other</td>
<td>Default source required by intercompany c…</td>
</tr>
<tr>
<td>Payables</td>
<td>Accounts Payable System</td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll System</td>
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<tr>
<td>Periodic Inventory</td>
<td>Periodic Inventory Control System</td>
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<tr>
<td>Personnel</td>
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<td>Projects</td>
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<td>Property Manager</td>
<td>Property Manager</td>
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The Office of Information and Organizational Systems
<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
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<td>Public Sector Budget</td>
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<td>Purchasing</td>
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<td>Purchasing/OPM</td>
<td>Oracle Purchasing – Inventory Transaction</td>
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<td>Receivables</td>
<td>Accounts Receivable System</td>
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<td>Recurring</td>
<td>Recurring Journal Entry</td>
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<td>Revaluation</td>
<td>Revaluation Journal Entry</td>
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<td>Revenue</td>
<td>Revenue Accounting System</td>
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<td>Spreadsheet</td>
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<td>Statistical</td>
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<td>Student System</td>
<td>Student System</td>
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<td>Transfer</td>
<td>Budget Transfer</td>
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<td>Treasury</td>
<td>Treasury</td>
</tr>
</tbody>
</table>
Categories are used for reporting and for automatic posting and reversal. The FMS General Ledger comes with more than 140 defined journal categories. Additional categories may be defined at any time. The default category will be Adjustment. The following table lists journal categories available in the FMS.

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<td>Accrual Budgets</td>
<td>Accrual Budgets</td>
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<td>Addition</td>
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<td>Adjustment</td>
<td>Adjusting Journal Entry</td>
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<td>Aid</td>
<td>Aid transactions from Student Finance</td>
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<td>Allocation</td>
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<td>Application Fee</td>
<td>Application Fee transactions from Admissions</td>
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<td>Bank Collection Charges</td>
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<td>Bank Receipts</td>
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<td>Budget – Indexation</td>
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<td>Budget – Next year</td>
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<td>Budget – Reprofile</td>
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<td>Internal Order Receipts of Process Items</td>
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<td>OPM Inventory Movement – Intra Company</td>
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<td>Category</td>
<td>Description</td>
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<td>OPM Inventory Receipt Voids</td>
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<tr>
<td>Other</td>
<td>Default Category required by intercompany contra logic</td>
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<td>PM Expense</td>
<td>Property Manager Expense</td>
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<td>PM Revenue</td>
<td>Property Manager Revenue</td>
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<td>PO Receipts (OPM)</td>
<td>PO Receipts of Process Items</td>
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<tr>
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<td>Revaluation</td>
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<td>Revalue Profit/Loss</td>
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<td>Sales Invoices</td>
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<td>Tax</td>
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<tr>
<td>Category</td>
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<td>------------------------</td>
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<tr>
<td>Termination</td>
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<tr>
<td>Total Burdened Cost</td>
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<td>Trade Receipts</td>
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<td>Transfer</td>
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<td>Usage Cost</td>
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<tr>
<td>SIP</td>
<td>Work In Progress</td>
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<tr>
<td>Write-off</td>
<td>Bank Collection Write</td>
</tr>
<tr>
<td>X</td>
<td>AX Receivables Entry</td>
</tr>
</tbody>
</table>
**Creating Journal Entries**

This procedure is used to enter journals or batches. Each General Ledger journal entry needs to be a balanced two-sided (debit and credit) entry.

**Entering a Manual Journal Entry to Adjust Expenditure Accounts**

This section explains how to enter manual journal entry information in FMS. You create manual journals to adjust expenditure accounts by entering debits and credits manually. In the Journals form, you enter basic information about a journal at the top of the form (header) and more detailed information about a journal in the lower region of the form.

The following steps explain how to create a manual journal entry using the Journals form.

**Scenario:**

*In this example, an elementary administrative secretary determines that a textbook order was charged in the Instructional Materials account (503003). An expenditure adjustment journal entry must be made to move the amount from account 503001 to account 503003.*

**NOTE:** In order to create an expenditure adjustment journal entry, you will need the requisition number and the amount for the existing order that you are correcting. You can find the information under the Requisitions tab in the Internet Procurement responsibility.

**To create a manual journal entry using the Journals form:**

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the homepage, click **MCPS GL User**.

---

*The Office of Information and Organizational Systems*
2. In the right column of the home page, under Journals, click **Journals** to open the Find Journals form.

![Find Journals form](image)

**Find Journals form**

On this form, you can either create a new batch or a new journal entry. Creating a batch is optional. If you have many journal entries, you will want to create a batch. However, if you have a few entries, creating a batch is not necessary.

3. To create a batch, click the **New Batch** button. The Batch form opens.
Financial Management System (FMS) User’s Guide

Batch form

On this form, you enter journal batch information. A journal must belong to a batch, created either manually or automatically, for posting. Journals with common attributes, including journal type, journal date, or journal preparer, can be organized into batches manually to simplify the review, approval, and reporting of manual entries. Alternatively, journals can be created first, and FMS can automatically create a batch for each individual journal.

Manually created batches can contain an unlimited number of journals, and all journals within the batch must share the same accounting period. The recommended practice is to limit the number of journals in a batch to 10 or less.

4. In the Batch field, type a batch header.

Batch form

The batch header identifies the batch in the General Ledger and journal entry reports. Follow this naming convention for all batch headers: <department number>-<3 initials of person creating journal entry>-<today's date mmddyyyy> (for example, 33201-PLO-04132007). Batch names cannot be duplicated for the same accounting period.

NOTE: Batch headers will help Assistant Controller identify the creator of a journal entry so it is important that you follow the naming convention. Also, following the naming convention will help you conduct a journal or account inquiry and generate a report later on. If you enter a journal without a batch name, FMS will create a batch for you using the journal name, followed by a unique batch ID and the system date.

5. In the Period field, type the desired accounting period for posting to the General Ledger. In this example, the accounting period is SEP-08.
NOTE: The General Ledger defaults to the latest open period. You can select a different period as long as it is displayed when you click the list of values icon ( ), which means it has a Future or Open status.

NOTE: Accounting Period: An accounting period consists of three letters of current month and two-digit numbers of current fiscal year. A fiscal year starts in July and ends in June. If you are creating a manual journal entry in September 2007, the appropriate accounting period is Sep-08.

6. To create a journal entry, click the Journals button. The Journals form opens.

7. In the Journal field, type the journal header information. All journal headers should follow the same naming convention: <3 initials of person creating journal entry>-<today's date mmdyyyy>-<General description> (for example, PLO-0413007-Expenditure adjustment).

8. In the Description field, type a detailed explanation of the purpose for the journal. This description will be attached to each line of the journal entry. The description should be in sufficient detail to enable an approver to understand the purpose of the journal entry.
9. In the **Line** field, type the first line number: 10.

![Image of a Journals form]

### Journals form

10. In the **Account** field, type the Chart of Accounts number. If you know the account number, you may enter it directly or click the list of values icon (>>) to open the Accounting Flexfield dialog box and enter each segment separately. *In this example, the Chart of Accounts number is 01.02805.805.04.503001.000000.0000.0000.00.*

![Image of an Accounting Flexfield dialog box]

### Accounting Flexfield dialog box

11. In the **Debit** field, type the debit amount. *In this example, the requisitioned amount is $350.*
12. Optionally, in the Description field, type any additional description you want to add to the debit amount. If you are correcting an existing order, then type the requisition number. In this example, the requisition number is 112.

13. Continue by entering the line information for the second line. Make sure that the credit amount balances the debit amount from the previous line. In this example, Line number: 20, Chart of Accounts: 01.02805.805.04.503003.000000.000000.0000, Credit amount: $350.
If you have multiple requisitions to correct, then you may enter the debit and credit accounts, the amount to correct, and the requisition numbers in the following lines. Once you are complete, click the **Save** icon (yellow floppy disk icon) in the tool bar. A message appears in the bottom left corner, stating that 4 records were applied and saved.

Click the **Check Funds** button to check funds against the budget. A message appears in a Note dialog box stating whether the transaction passed funds check.
**NOTE: Insufficient Funds**

Account managers are expected to have sufficient funds available to cover the cost of a transaction: whether that transaction is a purchase requisition or a journal entry. The FMS verifies availability of funds at the object summary level: contractual, supplies, other costs, and equipment. For example, the FMS will aggregate all contractual accounts in an office to determine if sufficient funds exist to make a purchase from a single contractual account.

A funds check inquiry will return a screen message “Your transaction(s) passed funds check” when sufficient funds exist. A screen message “Your transaction(s) passed funds check with *advisory warnings*” will be displayed when funds are insufficient to cover the full cost of a transaction.

A user may not continue with a transaction when an advisory warning is received. Users should notify their superior that a transaction failed funds checking. The following actions must be taken, if an account manager concludes the transaction is of sufficient importance that it needs to be processed.

A location is expected to identify alternate funds that can be transferred to the necessary account so the transaction passes funds checking. An account manager must obtain agreement for the budget transfer from their associate/community superintendent, or designee. Account managers may also request their associate/community superintendent support an override petition.

Budget transfers and override petitions supported by an associate/community superintendent should be submitted to the Department of Management, Budget, and Planning (DMBP) for approval. DMBP, with concurrence from the Chief Operating Officer, may approve a budget transfer or override. A location may proceed with a transaction only after a budget transfer or override authorization has been approved.

16. Click the **OK** button to continue. The Batch form opens.
17. Click the **Reserve Funds** button to reserve funds. A message appears in a Note dialog box stating that your funds passed funds reservation.

![Note dialog box]

**Note dialog box**

18. Click the **OK** button.

19. Attach backup documentation if necessary (see Attaching Documents section).

![Batch form]

**Batch form**

20. Click the **Approve** button. The journal entry is routed to the appropriate approver(s) using the following approval paths:

- It is routed to the appropriate owner of account as identified by the debit side of the journal. When approved, it is routed to the approver within the Division of Controller for final approval.
- It is routed to the approver within the Division of Controller if the journal has more than one account owner.
- Journals initiated in the Division of Controller are approved only by the approver within the Division of Controller.

A message appears in a Note dialog box stating that your journal batch was forwarded to an approver.
21. Click the OK button to continue.

22. The next step is for the approver to approve the batch.

\[NOTE\]: Notice that on the Journals form the Approval field under the Status region changes to **In Process**.

### Entering Budget Transfers (For School Activity Allocations Only)

The following steps explain how to create a school activity budget allocation entry using the Budget Transfer form within the General Ledger. All other budget transfers must be entered using the Budget Transfer form in the Public Sector Budget (PSB).

**Scenario:**

*In this example, a high school financial manager wishes to allocate Instructional Materials funds ($1,000 each) to three different departments (Math, English, and Social Studies departments).*

> To create a budget transfer entry to transfer budget amounts to school activities:

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click **MCPS GL User**.
3. In the right column of the home page, scroll down to find **Budget**.

4. Under Budget, click **Budget Transfer** to open the Budget Transfer form. The Budget Transfer form opens.
5. Click in the Budget field to display the list of values icon (⋯).

6. Click the list of values icon (⋯) to open the Budgets Flexfield dialog box. In the Budget list, click ACTUAL BGT 13 and click the OK button.

7. In the Batch Name field, type a batch name. Use the following naming convention: <School number>-<3 initials of person creating journal entry>. In this example, the batch name is 04757-PLO-Allocation.
8. In the From region, click anywhere in the Budget Organization field to display the list of values icon ( ). Click the icon to open the Budget Organizations dialog box.

9. In the Budget Organizations dialog box, in the Find field, type % (for wildcard) and click the Find button. Select MCPS Budget Org.
10. Click the OK button to return to the Budget Transfer form and continue.

> **NOTE:** Instead of repeating the steps 8-10 to find MCPS Budget Org, you may also type MCPS in the Budget Organization field and press the Tab key on the keyboard. MPCS Budget Org will appear upon pressing the Tab key.

11. In the Account field under the From region, type the Chart of Accounts number from which you are transferring the budget. If you know the account number, you may enter it directly, or click the list of values icon ( ) to open the MCPS Accounting Flexfield to enter each segment separately. In this example, the account number is 01.04757.757.04.503003.000000.0000.0000.00.
MCPS Accounting Flexfield

12. The account you have entered will appear in the From region.

**Budget Transfer form**

13. Click anywhere in the **Budget Organization** field under the To region to display the list of values icon (...). Click the icon to open the Budget Organizations dialog box. In the Budget Organizations dialog box, type % (for wildcard) in the **Find** field and click the **Find** button. Select **MCPS Budget Org** and click the **OK** button to return to the Budget Transfer form.

Or

Type **MCPS** in the Budget Organization field and press the **Tab** key on the keyboard.
14. In the **Account** field under the To region, type the Chart of Accounts number to which you are transferring the budget. If you know the account number, you may enter it directly, or click the list of values icon (…) to open the MCPS Accounting Flexfield to enter each segment separately. *In this example, the account number is 01.04424.424.04.503001.000000.0000.MA01.00.*

15. On the MCPS Accounting Flexfield, click in the **Activity** field to display an Activity Flexfield. From the list of options, click the appropriate department code to select it. Then click the **OK** button to return to the Budget Transfer form.
16. On the Budget Transfer form, click the **Transfer Amounts** button to open the Transfer Amounts form.

![Budget Transfer form](image)

**Budget Transfer form**

17. On the Transfer Amounts form, click in the **Period** field and click the list of values icon (） to display available accounting periods.
18. Select an appropriate accounting period. In this example, the period is SEP-08.

NOTE: Accounting Period: An accounting period consists of three letters of current month and two-digit numbers of current fiscal year. A fiscal year starts in July and ends in June. If you are creating a Budget Transfer journal entry in September 2007, the appropriate accounting period is Sep-08.

19. Upon selecting an accounting period, click the OK button. In the Transfer Amounts form, old balance amount will appear in the From Account and the To Account.
Transfer Amounts form

In the **Amount** field, type the actual amount you want to transfer, or in the **%** field, enter the percentage. *In this example, the transfer amount is $10000.*

20. On the toolbar, click the **Save** icon to save the record before you make another transfer. Notice that the **Old Balance** and **New Balance** fields in the From Account and the To Account regions are updated.
Transfer Amounts form

21. Close the Transfer Amounts form to return to the Budget Transfer form by clicking the close box in the upper right corner.

22. Repeat the steps 8 through 21 to transfer the budget to other departments. To copy the same information from the line above to the line below, press Shift+F5 on the keyboard.

Budget Transfer form

23. After the budget transfer is complete, click the Check Funds button to check funds against the budget. A message appears in a Note dialog box stating whether the transaction passed funds check.
24. Click the OK button to continue.

25. Click the Reserve Funds button to reserve funds. A message appears in a Decision dialog box asking whether you want to reserve funds for your budget transfer.

26. Click the Yes button to continue. A message appears in a Note dialog box stating that your transaction passed funds reservation.

27. Click the OK button to continue.

**NOTE:** Budget transfer journal entries do not require approval.

28. Optionally, click the View Results button to view the results of budget transfer. The Budgetary Control Transactions form appears.
Budgetary Control Transactions form

29. Click the Print All button to print the results, or click the Done button to close the form.

Entering an Accrual Journal Entry

This section explains how to enter accrual journal entry information in FMS. Accrual journals create journals to account for goods and services that have been received but not invoiced and any recurring expenses for which purchase orders are not created that are currently outstanding (for example, utilities and rent). In the Journals form, you enter basic information about a journal at the top of the form (header) and more detailed information about a journal in the lower regions of the form.

The following steps explain how to create an accrual journal entry using the Journals form.

Scenario:

In this example, Division of Controller personnel wishes to create an accrual journal for monthly interest income in April that will subsequently reverse in May.

To create an accrual journal entry using the Journals form:

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click MCPS GL User.
3. In the right column of the home page, under Journals, click Journals to open the Find Journals form.

FMS E-Business Suite Home Page

Find Journals form

Here you can either create a new batch or a new journal entry. Creating a batch is optional. If you have many journal entries, you should create a batch. However, if you have a few entries, creating a batch is not necessary.

4. To create a batch, click the New Batch button. The Batch form opens.
Here you enter journal batch information. A journal must belong to a batch, created either manually or automatically, for posting. Journals with common attributes, including journal type, journal date, or journal preparer, can be organized into batches manually to simplify the review, approval, and reporting of manual entries. Alternatively, journals can be created first, and FMS can automatically create a batch for each individual journal.

Manually created batches can contain an unlimited number of journals, and all journals with the batch must share the same accounting period. Recommended practice is to limit the number of journals in a batch to 10 or less.

5. In the Batch field, type a batch header. The batch header identifies the batch in the General Ledger and journal entry reports. **Follow this naming convention for all batch headers:** `<department number>`-<3 initials of person creating journal entry>-<today's date mmddyyyy> (for example, 33201-PLO-04102007).

Batch names cannot be duplicated for the same accounting period.

**NOTE:** If you enter a journal without a batch name, FMS will create a batch for you using the journal name followed by a unique batch ID and the system date.

**NOTE:** The General Ledger defaults to the latest open period. You can select a different period as long as it is displayed when you click the list of values ( ), which means it has a Future or Open status.

6. In the Period field, type the desired accounting period for posting to the General Ledger.

7. To create a journal entry, click the Journals button. The Journals form opens.
8. Enter journal header information. **All journal headers should follow the same naming convention:** `<3 initials of person creating journal entry>-<today's date mmddyyyy>-<General description>` (for example, PLO-04102007- Monthly interest income).

9. In the Category field, click the list of values icon to open the Categories dialog box.
10. In the Categories dialog box, click Accrual and click the OK button.

11. In the Description field, enter a detail explanation of the purpose for the journal. This description will be attached to each line of the journal entry. The description should be in sufficient detail to enable an approver to understand the purpose of the journal entry.

12. In the Line field, type 10.

13. In the Account field, type the Chart of Accounts number. If you know the account number, you may enter it directly or click the list of values icon ( ) to open the Accounting Flexfield to enter each segment separately.

*In this example, the Chart of Accounts is 01.00000.000.00.121069.0000.0000.0000.00.*
14. In the Debit field, type the debit amount. For example, type $100.

15. Optionally, in the Description field, type any additional description you want to add to the debit amount.

16. Continue by entering the line information for the second line. Make sure that the credit amount balances the debit amount from the previous line. In this example, line number: 20, Chart of Accounts: 01.00000.000.00.410880.000000.0000.0000.00, Credit amount: $100.

17. On the toolbar, click the Save icon to save your record.
18. On the Journals form, click the **Reverse** button to flag the journal for reversal. A message appears in a Note dialog box stating that your concurrent request ID is ######.

   ![Note dialog box]

   *Your concurrent request ID is 767731.*

19. Click the **OK** button to continue.

20. On the **View** menu, click **Requests** to view reversal results. The Find Requests form opens.
21. Click the **Find** button.

22. On the Requests form, click the **Refresh Data** button until you see **Completed** in the **Phase** field. If you wish to view the details of the journal entry, click the **View Details** button. The Request Detail form opens.
23. Click the OK button to continue. Close the Requests, Journals, and Batch forms until you see the Enter Journals form.

24. To requery the accrual journal you just created, on the View menu, click Find. The Find Journals form opens.
Find Journals form

25. In the **Batch** field, type your department number initials and % (for wildcard). Click the **Find** button to display a list of journal entries on the Enter Journals form.

Enter Journals form

26. Click the accrual journal you just created. The Journals form opens, and in the Reverse region, the **Status** field is now changed to **Reversed**.
27. Attach back up documentation if necessary (see Attaching Documents section).

28. On the Journals form, click the **Approve** button to send the journal entry to a designated approver. A message appears in a Note dialog box stating that your journal batch was forwarded to an approver.

29. Click the **OK** button to continue.

30. The next step is for the approver to approve the batch. After it is approved, you can post the journal entry.
**ATTACHING DOCUMENTS**

You might need to attach the document that supports why you are doing a specific journal entry to the journal batch. The supporting document can be in a variety of formats (for example, Microsoft Word, Microsoft Excel, and PDF scanned file).

The following steps explain how to attach a document to a journal entry.

▶ **To attach a document using the Journals form:**

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click **MCPS GL User**.

   ![FMS E-Business Suite Home Page](image)

3. In the right column of the home page, under Journals, click **Journals**. The Find Journals form opens. Here you can search for the batch and journal to which you want to attach a document.

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**FMS E-Business Suite Home Page**

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4. In the **Batch** field, type the batch name and click the **Find** button. The batch appears on the **Enter Journals form**.

5. Click the **Review Journal** button to open the journal entry.
Journals form

6. On the toolbar, click the Attachment icon (paperclip icon). The Attachments form opens.

Attachments form

7. Click in the Category field to display the list of values icon ( ). Click the icon to open the Categories dialog box.
8. In the Find field, type % (for wildcard) and click the Find button.

9. In the Categories dialog box, select Journal and click the OK button.

10. In the Description field, enter a brief description for the attached document.
11. Click in the **Data Type** field to display the list of values icon (⋯). Click the icon to open the Datatypes dialog box.

12. In the Datatypes dialog box, select the appropriate data type of attachment and click the **OK** button. If you select **File**, the File Upload Form Web page appears where you can attach your file.
13. Click the **Browse** button, attach your document, and click the **OK** button.

14. Follow the instructions on the form.

You are returned to the Attachments form with a message asking whether the file has been uploaded successfully.
Attachments form

15. Click the **Yes** button to continue. When you save the attachment, a message appears on the bottom of the screen stating: “Transaction complete: 1 records applied and saved.”

Attachments form

16. Your file is now attached to the journal entry, and your journal entry can be submitted for approval.
**Approving Journal Batches**

Completed journals are automatically routed to the designated approver based on the approval paths. The following table lists approvers of debit or credit journal entries. The chart that follows depicts the journal approval hierarchy for MCPS.

<table>
<thead>
<tr>
<th>Batch</th>
<th>Approver</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only one department code</td>
<td>Owner of the Account → Assistant Controller</td>
<td>Approval Required</td>
<td>No Approval Required</td>
</tr>
<tr>
<td>More than one department code</td>
<td>Assistant Controller</td>
<td>Approval Required</td>
<td>Approval Required</td>
</tr>
<tr>
<td>Initiated within the Division of Controller</td>
<td>Assistant Controller or Controller</td>
<td>Approval Required</td>
<td>Approval Required</td>
</tr>
</tbody>
</table>

**Approval Paths**

**GL Journal Approval Process**

**Approval Hierarchy**

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The Office of Information and Organizational Systems
Managing E-mail Notifications

Approvers may use this process to manage their e-mail notifications.

Setting Up Email Notification Preferences

Follow the steps below to disable or set up email notifications.

▲ To set up email notification preferences:

1. Log in to FMS to open the FMS E-Business Suite Home Page.

   ![FMS E-Business Suite Home Page](image)

   **FMS E-Business Suite Home Page**

2. In the left column of the home page in the responsibilities column, click Internet Procurement. The FMS iProcurement home page opens.

   ![FMS iProcurement home page](image)

   **FMS iProcurement home page**

3. Click the Preferences link at the top right of the iProcurement home page. The General Preferences page opens.
4. The last preference region is the Notifications preference. Click the drop-down menu to view the options.

5. Choose one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled</td>
<td>Email notifications disabled</td>
</tr>
<tr>
<td>Do not send me mail</td>
<td>Notifications will not be sent to your email</td>
</tr>
<tr>
<td>HTML mail</td>
<td>Notifications will be sent in HTML format</td>
</tr>
<tr>
<td>HTML mail with attachments</td>
<td>Notifications will be sent in HTML format with HTML attachments</td>
</tr>
<tr>
<td>HTML summary mail</td>
<td>Notifications will be grouped and sent in HTML format in one email per day</td>
</tr>
<tr>
<td>Plain text mail</td>
<td>Notifications will be sent in plain text format</td>
</tr>
<tr>
<td>Plain text mail with attachments</td>
<td>Notifications will be sent in plain text format with HTML attachments</td>
</tr>
<tr>
<td>Plain text summary mail</td>
<td>Notifications will be grouped and sent in plain text format in one email per day</td>
</tr>
</tbody>
</table>

6. To save the changes or choices made, click the **Apply** button for the changes to be stored.
Notifications region

7. A confirmation message will show at the top of the page.

Confirmation message

8. Log out of FMS and log back in before the changes are activated. You will now receive notifications in your email.

Viewing Notifications

Follow the steps below to view notifications.

To view e-mail notifications

1. Log on to your MCPS email account to view notifications if you set preferences to notify by email.

2. All e-mail notifications will include Workflow Mailer from PFMS. To open the email notification, click Workflow Mailer from PFMS. The e-mail opens.

E-mail notification: Workflow Mailer from PFMS

3. Click the Please click here to Respond link at the bottom of the e-mail notification. This link opens the journal batch form and allows you to approve, reject, reassign, or request more information.

NOTE: You will be able to view a notification e-mail from the Web; however, you must be on an MCPS workstation or have VPN access for the link to take you into FMS to function.

4. Log in to the FMS when prompted.
To view notifications from the FMS E-Business Suite home page:

1. Log in to the FMS. The E-Business Suite home page will display.

2. A list of your notifications will display at the top of the page.

3. Click the desired notification to select and open it. The Notification Details window opens.

4. The notification selected is displayed. Review the notification.
To view notifications in MCPS GL User:

1. Log in to FMS to open the FMS E-Business Suite Home Page.

2. In the left column of the home page in the responsibilities column, click **MCPS GL User**.

3. Scroll down to the bottom of the screen to view more functions. Click **Other: Notifications** in the right column of the home page in the functions column. The Find Notifications window opens.
Find Notifications window

4. Under the Search region, type appropriate search criteria in the search fields.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description / User Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (Optional)</td>
<td>The default setting (All Employees and Users) will let you search for all notifications from all employees and users. You can also click the flashlight icon to search for all notifications from a particular user.</td>
</tr>
<tr>
<td>Status</td>
<td>Click the pull-down menu to choose a notification status of Cancelled, Closed, Invalid Reply, or Open. Or choose All to display notifications of any status.</td>
</tr>
<tr>
<td>Workflow Type (Optional)</td>
<td>Choose the item type of the notifications(s) by clicking the flashlight icon. Leave this field blank to display notifications of any item type.</td>
</tr>
<tr>
<td>Type Internal Name (Optional)</td>
<td>Leave this field blank to display notifications of any item type.</td>
</tr>
<tr>
<td>Subject (Optional)</td>
<td>Enter the subject of the desired notification. You can search notification(s) with some combination of initials and % (for a wildcard).</td>
</tr>
<tr>
<td>Sent Date</td>
<td>Enter the date or range of dates by which the notification(s) were sent. You can choose the default setting (Any Time) to display all items.</td>
</tr>
<tr>
<td>Due Date</td>
<td>Enter the date or range of dates by which the notification(s) should be completed. You can choose the default setting (Any Time) to display all items.</td>
</tr>
<tr>
<td>Priority</td>
<td>Click the pull-down menu to choose a priority status of High, Low, or Normal. Or choose All to display notifications of any priority.</td>
</tr>
</tbody>
</table>

5. After you enter appropriate information in the fields, click the Go button. The Worklist window opens. In the Worklist table, you can view notifications that are waiting for your approval.
Three options are available to the approver:

- **Open**: Open a notification to view the notification details and approve, reject, or reassign the notification.
- **Reassign**: Reassign a notification to another approver/user with approval authorization.

6. To open a notification, click the selected notification’s link under the Subject column of the Worklist table. Or select a notification and click the **Open** button. The Notification Details window opens.

7. The notification selected is displayed. Review the notification.
Approving Journal Batches

Approvers may use this process to approve journal batches. The approver may:

- Approve the journal (which also submits it for posting)
- Request additional information from preparer before approval
- Delegate it to another employee
- Reject and return it to the preparer for corrections

The following steps explain how to approve a journal batch.

▲ **To approve or reject a journal batch:**

1. Open a notification.

   ![Notification Details window](image)

   **NOTE:** Approvers would need to verify that the requestor completed the Check Funds process.

2. To verify the Check Funds status in the Batch form, click the **Enter Journals** link. The Oracle applications will launch.

   **NOTE:** If this is the first time to launch the Oracle applications on the computer, you will be prompted with the Security Warning window. Click the **Grant Always** button.
3. In the Responsibilities dialog box, click the **MCPS GL Inquiry** responsibility.

4. The Batch form will open.

5. Under the Status region, check that the Funds field reads **Passed**. You can also drill down the journal batch by clicking the **Journals** button. After you check the funds status, close all the forms by clicking the boxes in the upper right hand corner. The Caution dialog box will appear, asking you if you want to exit Oracle Applications.

6. Click the **OK** button to return to the Notification Details window.
7. In the Comment box, you can add a comment before selecting Approve, Reject, Reassign, or Request Information button. You may want to tell the preparer why you rejected the journal batch and what must be done to correct it, or if the journal was reassigned to another approver.

8. Choose one of the following options:

**Approval Buttons**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To approve the journal batch</td>
<td>Click the <strong>Approve</strong> button. The requisition will be approved and sent to the next required approver and you will be taken back to your list of notifications.</td>
</tr>
<tr>
<td>To reject the journal batch</td>
<td>Click the <strong>Reject</strong> button. The requisition will be rejected and you will be taken back to your list of notifications.</td>
</tr>
<tr>
<td>To reassign a notification</td>
<td>Click the <strong>Reassign</strong> button to reassign the authority to approve the requisition to another user.</td>
</tr>
<tr>
<td>To request information</td>
<td>Click the <strong>Request Information</strong> button to send the notification back to the initiator with any questions you have about the requisition.</td>
</tr>
</tbody>
</table>

▶ **To reassign a notification:**

1. Open a notification.

2. To reassign a notification to another approver, click the **Reassign** button in the Notification Details window. The Reassign Notification window opens.
3. Click the flashlight icon next to the **Assignee** field to find the user to whom to reassign the notification. The Search and Select: User or Role window opens.

4. In the **Search By** field, type the first letters of the desired user’s last name and click the **Go** button.

5. You can scroll through the list using the `<Previous 10 or Next >` link. After you find the desired user from the search results, click the **Quick Select** icon in front of the user’s name. The system will redirect you to the Reassign Notification window.
Reassign Notification window

6. Optionally you can add comments in the Comments box. Then click the Submit button. You will be redirected to the Notifications window. Notice that once you have reassigned the journal batch to another user, that journal batch will no longer appear in your open notifications list.

Delegating Notification and Approval Responsibilities

Approvers may use this process to delegate their notification and approval responsibilities to another person and/or persons.

Creating a Vacation Rule

Follow the steps below to redirect or auto-respond to notifications.

To create a vacation rule:

1. Log in to the FMS. The E-Business Suite home page will display.

   FMS E-Business Suite home page

2. In the Worklist region, click the Vacation Rules link.

   Vacation Rules link

3. The Vacation Rules window opens.
4. Click the Create Rule button. The Vacation Rule: Item Type window opens.

5. Click the drop-down menu to the right of the item type field. Choose an option from the drop down list.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Select All. All notifications will follow the vacation rule set. Click the Next button. You will skip to step 3.</td>
</tr>
<tr>
<td>Journal Batch</td>
<td>Select Journal Batch. Only journal batch notifications will follow the vacation rule set.</td>
</tr>
<tr>
<td>PO Requisition Approval</td>
<td>Select Requisition. Only iPProcurement requisition notifications will follow the vacation rule set.</td>
</tr>
</tbody>
</table>

6. The Vacation Rule: Response page opens.
7. Click in the **Start Date** field and type the date the rule will begin or click the calendar icon and choose the start date from the calendar window.

8. Click in the **End Date** field and type the date the rule will end or click the calendar icon and choose the end date from the calendar window.

9. Click in the **Message** field and type the message to be sent along with the routed notifications.

10. Leave the **Reassign** drop down set to All Employees and Users.

11. Click the search icon to the right of the Reassign field. The Search and Select: User or Role page will open.

12. Use the drop down menu to select whether to search by Name, User Name or E-Mail.

13. Click in the **Search By** field and enter the information to be searched. If you use Name, then use the beginning letters of the person’s last name and ‘%’ as a wildcard.

14. Click the **Go** button. The results will display.
15. Click the **Quick Select** icon (Click). The person’s name will automatically fill in on the Vacation Rule: Response page.

16. In the Reassign region, leave the selection as **Delegate your response**.

17. Click the **Apply** button. The Vacation Rule page will display.

18. Choose one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create another rule</td>
<td>Click the <strong>Create Rule</strong> button.</td>
</tr>
<tr>
<td>To update the rule</td>
<td>Click the <strong>Update</strong> icon.</td>
</tr>
<tr>
<td>To delete the rule</td>
<td>Click the <strong>Delete</strong> icon.</td>
</tr>
<tr>
<td>To return to the worklist</td>
<td>Click the <strong>Return to Worklist</strong> link at the bottom left of the screen.</td>
</tr>
</tbody>
</table>
Granting Worklist Access

The following steps explain how to allow others to view and act upon your worklist. Principals or account owners may use this function to allow other staff members to approve journal batches.

To grant worklist access

1. Log in to the FMS. The E-Business Suite home page will display.

   ![E-Business Suite home page](image)

2. In the Worklist region, click the **Worklist Access** link.

   ![Worklist Access page](image)

   **TIP** **Vacation Rules** - Redirect or auto-respond to notifications.

   **TIP** **Worklist Access** - Specify which users can view and act upon your notifications.

3. The Worklist Access page will display.

4. Click the **Grant Worklist Access** button. The Grant Worklist Access page will display.
5. Leave the **Name** drop down set to All Employees and Users.

6. Click the **search icon** (🔍) to the right of the name field. The Search and Select: User or Role window will display.

7. Use the drop down menu to select whether to search by Name, User Name or E-Mail.

8. Click in the **Search By** field and enter the information to be searched. If you use Name, then use the beginning letters of the person’s last name and ‘%’ as a wildcard.

9. Click the **Go** button. The results will display.

10. Click the **Quick Select** icon (🛠). The person’s name will automatically fill in on the Grant Worklist Access form.

11. Type in a description in the Description field.

12. Click in the Start Date field and type the date the worklist access will begin or click the calendar icon (📅) and choose the start date from the calendar window.

13. Click in the End Date field and type the date the worklist access will end or click the calendar icon (📅) and choose the end date from the calendar window.
14. Click the **Apply** button. The Worklist Access page will display.

![Worklist Access page](image)

**Worklist Access page**

15. Choose one of the following options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To create another rule</td>
<td>Click the <strong>Create Rule</strong> button.</td>
</tr>
<tr>
<td>To update the rule</td>
<td>Click the <strong>Update</strong> icon.</td>
</tr>
<tr>
<td>To delete the rule</td>
<td>Click the <strong>Delete</strong> icon.</td>
</tr>
<tr>
<td>To return to the worklist</td>
<td>Click the <strong>Return to Worklist</strong> link at the bottom left of the screen.</td>
</tr>
</tbody>
</table>

To access a worklist:

1. Log in to the FMS. The E-Business Suite home page will display.

![E-Business Suite home page](image)

**E-Business Suite home page**

2. Click the **Switch User** button. The Switch User page opens.
3. Click **Select** to choose appropriate name and then click the **Apply** button.

4. The selected worklist displays.
**POSTING JOURNAL ENTRIES**

Journal batches are posted to update account balances and financial reports. You can post manual, accrual, or budget journal batches. However, actual postings will be controlled in the Division of Controller once batches are approved by the designated approver.

![Posting Journal Entries Process](image)

The following steps explain how to post a journal entry.

- **To post a journal entry using the Journals form:**
  1. Log in to FMS to open the FMS E-Business Suite Home Page.
  2. In the left column of the home page, click **MCPS GL User**.
  3. In the right column of the home page, under Journals, click **Post**. The Find Journal Batches form opens.
4. In the **Period**, **Batch**, and **Balance Type** fields, type or select search criteria to query the batch(s). *In this example, the journal is from the April 2007 period.*

5. Click the **Find** button. All batches that match the search criteria are displayed on the Post Journals form.

6. To select the batch to be posted, check the check box to the left of the **Period** field. The line selected will be highlighted. Only approved batches may be posted to the General Ledger.

7. Optionally, click the **Review Batch** button if you wish to review the batch before posting.

8. Optionally, close both Journal and Batch forms. You can now post the journal.
9. The check box to the left of the Period field should still be checked. Validate that this is the correct batch to be posted.

10. Click the Post button to post the journal entry. A message appears in a Note dialog box stating that your concurrent request ID is ######.

11. Click the OK button.

12. You have three methods for verifying whether the journal has been successfully posted:
   - Viewing concurrent request output
   - Viewing the Journal form
   - Running the Journals General report

To view concurrent request output to verify the posting results:

Find Requests form

14. On the Find Requests form, click the Find button. The Requests form opens.

Requests form

15. On the Requests form, click the Refresh Data button. You will see Completed in the Phase field and Normal in the Status field.

16. On the Requests form, click the View Output button. The Posting Results page opens. You will see a confirmation message stating that all batches have completed status check with no errors.
**Posting Results page**

To view the Journal form to verify the posting results:

17. To view posting results through the Journal form, navigate to the FMS E-Business Suite Home Page.

18. In the left column of the home page, click **MCPS GL Inquiry**.

20. In the Batch field, type your batch number (department number-your initials%) to query the batch.

21. Click the Find button. The Journal Entry Inquiry form opens.

22. Notice that the Batch Status field is now changed to Posted.

23. Click the Review Journal button if you wish to review the journal.
**Reversing Journal Entries**

Reversing journals allow you to reverse the journals that have already been entered and posted. Use reversing journal entries to reverse errors, evaluations, encumbrances, or accruals.

The Reverse Journals feature creates a mirror copy (with switched debit and credit sides) of the original journal to minimize the data entry time for the user. The copy is a new and independent batch that must go through the approval and posting process to create a zero net accounting effect.

**NOTE:**
- The reversal cannot be initiated until the new batch has been approved and posted.
- If the journal has not been posted, it should be deleted rather than reversed.
- You can only create a reversal in an open period or future enterable period.
- If you reverse a journal batch, the General Ledger generates a separate reversal batch for each reversed journal.
- The proper method to select is switch dr/cr. Never select change sign as reversal method.
- You can choose to reverse just one journal entry in a batch of many journals.

The following steps explain how to reverse a journal entry.

**Scenario**

*Division of Controller Personnel wishes to generate the reversal entries for any accruals which have not yet been reversed. This will be a practice utilized as part of the period end close.*

**To reverse a journal entry using the Journals form:**

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click **MCPS GL User**.

4. On the Find Journals form, click the **Find** button to view any accrual journals that have not yet been reversed.
5. On the Reverse Journals form, check the box in front of an accrual journal batch that you want to reverse. The selected journal batch will be highlighted in blue. Then click the Reverse button.

6. The reversal request processes, and a message appears in a Note dialog box stating that your concurrent request has been submitted.

7. Click the OK button on the Note dialog box.

**To view concurrent request output to verify the reversal results:**

8. On the View menu, click Requests to view reversal results. The find Requests form opens.
On the Find Requests form, click the Find button. The Requests form opens.

On the Requests form, click the Refresh Data button. You will see Completed in the Phase field and Normal in the Status field.

To generate the Journals General report to view Unposted Reversal Entry:

Navigate to the FMS E-Business Suite Home Page. Scroll down the page to find Reports: Request in the right column.

![Submit a New Request](image)

**What type of request do you want to run?**

- **Single Request**
  
  This allows you to submit an individual request.

- **Request Set**
  
  This allows you to submit a pre-defined set of requests.

![Submit Request](image)

13. On the Submit a New Request form, click **Single Request** and click the **OK** button. The Submit Request form opens.
Submit Request form

14. Click the list of values icon (•••) to display the Reports dialog box.

15. In the Reports dialog box, type journals% in the Find field and click the Find button. Or scroll down to locate and select Journals-General (180 Character).

Reports dialog box

16. Click the OK button. The Parameters form opens.
17. In the **Type** field, click the list of values icon (⋯) to open the Type dialog box.

Type dialog box

18. In the Type dialog box, select **Source Item**. Click the **OK** button to return to the Parameters form.

19. On the Parameters form, in the **Posting Status** field, click the list of values icon (⋯) to open the Posting Status form.

Posting Status form

20. On the Posting Status form, select **Unposted Journals**. Click the **OK** button to return to the Parameters form.
21. On the Parameters form, continue to set the parameters by completing the **Currency**, **Period**, **Source**, and **Batch Name** fields. *In this example, Currency: USD, Period: May-07, Source: Manual, Batch Name: Reverses.*

   ![Parameters form](image)

22. Click the **OK** button. The Submit Request form opens.

23. On the Submit Request form, click the **Submit** button.

   ![Submit Request form](image)
24. On the Requests form, click the Refresh Data button until you see Completed in the Phase field.

25. Click the View Output button. The Report form opens and shows details for the journal entry.

26. On the Tools menu, click Copy Files to view the report in a new form.
**Recurring Journal Entries**

Recurring journals allow you to automatically generate journals that use the same Chart of Accounts regularly.

There are two tasks in setting up recurring journals:

- Define Recurring Journal, which sets up the template that affects the desired Chart of Accounts each period.
- Generate Recurring Journal, which generates the journal entries from the template.

Upon the completion of journal generation processes, journal entries may be reviewed and edited prior to posting. This includes adding, deleting, and changing code combinations, dollar amounts and descriptions.

**Define Recurring Journal**

You define a recurring journal template that affects the same accounts each period.

There are three types of recurring journals:

- **Standard**: Accounts and amounts are known for every accounting period. Use the minus sign as a default line number to identify the opposite side of the accounting equation (debit/credit).
- **Skeleton**: Accounts are known, but amounts may change for each accounting period. Leave the amount field blank.
- **Formula**: Accounts are known and the amount is based on the execution of a defined formula. Use 9999 (a hard-coded line number) as a default line number to identify the opposite side of the accounting equation (debit/credit).

*Scenario:*

*In this example, Journal Entries for credit card fees are entered regularly. Accounts to be debited and credited are always the same although amounts will differ from month to month. Division of Controller personnel wishes to speed up the journal entry process by creating a recurring journal for credit card fees.*

The following steps explain how to define recurring journal by using the Journals form.

» **To create a recurring journal template by using the Journals form:**

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click **MCPS GL User**.

4. In the **Batch** field, type the batch header, and in the **Description** field, type a description for the batch. In this example, type Credit Card Fees 2 in the Batch field and Recurring Journal for Credit Card Fees in the Description field.

5. In the Journal Entry region, complete the **Journal**, **Category**, and **Currency** fields. In this example, enter your department number and your initials in the Journal field and select Bank Charges in the Category field and USD in the Currency field.
Define Recurring Journal Formula form

6. Click the **Lines** button. The Journal Entry Line form opens.

Journal Entry Line form

7. In the **Line** field, type a line number. This number is used to set the order of the recurring journal entry lines. In the **Account** field, type the Chart of Accounts number. *In this example, Line number is 10, and Account number is 01.33201.000.01.504080.000000.0000.0000.00.*

From here you have three options:

- You can create a standard recurring journal with a fixed dollar amount. To do this, in the **Step** field, type 1. In the **Amount** field, type a dollar amount.
- You can create a skeleton recurring journal and leave the **Amount** field blank.
You can enter formula journals where the amounts outcome depends on the generated results of a formula.

*In this example, a skeleton recurring journal is created by leaving the Amount field blank.*

8. To add additional recurring journal entry lines, on the toolbar, click the **New Record** button (or press the down arrow key on the keyboard). The form will clear, waiting for the next journal entry line.

9. Type a different line number in the **Line** field and Chart of Accounts number in the **Account** Flexfield. *In this example, Line number is 20, and Account number is 01.00000.00.00.111040.000000.0000.0000.00.*

10. When all lines have been completed, on the toolbar, click the **Save** button to save the record.
11. Close the form.

Your template can now be used to generate a recurring journal. For this type of recurring journal (skeleton), the amounts are added manually each time after the generation process is completed.

Generate Recurring Journal Entries

Use this procedure to create a journal each month (or more frequently) based on defined recurring journal templates.

After generating the recurring journal, you must query the journal and review or edit the journal or batch.

The following steps explain how to generate recurring journal entries for a period.

To generate recurring journal entries for a period:

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click **MCPS GL User**.
3. In the right column of the home page, under Journals: Generate, click Recurring. The Generate Recurring Journals form opens.

4. Check the check box to the left of the Period field for the recurring journal that you want to generate. The Period field changes color to yellow (required field), and the rest of the line changes to blue.
5. In the **Period** field, type the desired General Ledger period for the recurring journal. *In this example, the time period is FEB-07.*

From here you can either review the recurring journal or generate the recurring journal. First, view the recurring journal lines.

6. Optionally, click the **Recurring Journal** button. The Define Recurring Journal Formula form opens.
7. Optionally, click the Lines button to view the lines of the recurring journal.

8. Optionally, review journal lines and make changes if necessary. In this example, there are no changes.

9. Optionally, close the Journal Entry Lines form and the Define Recurring Journal Formula form by clicking the x in the upper right corner.

   *You will be returned to the Generate Recurring Journals form with the batch to be generated already selected.*

10. Click the Generate button. The Generate Recurring Journals form opens, and the Request ID field is populated.
11. Close the Generate Recurring Journals form by clicking the \[ \times \] in the upper right corner.

To review and edit the journals:
1. In the Navigator – MCPS GL User, expand Journals by clicking the plus (+) sign; click \[ \text{Enter} \]. The Find Journals form opens.

2. In the Source field, click the list of values icon (\[ \square \]) and select Recurring.
3. Click the **Find** button. Batches that match the search criteria are displayed on the Enter Journals form.

![Find Journals form](image)

**Enter Journals form**

**NOTE:** Upon generation, the system automatically names the batch and journal as indicated in the Enter Journals form. You must rename the batch and journal names according to the district's naming convention defined in the Creating Journal Entries section.

4. Select the journal that you need to review.

5. Click the **Review Journal** button. The recurring journal is displayed with blank dollar amounts in the **Journal Debit** and **Journal Credit** fields.

6. In the **Journal Debit** and **Journal Credit** fields, type the appropriate amount(s) for each line. *In this example, type $100.*

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7. Click in the Description field. The Enter Journals: Value Added Tax dialog box opens.

8. Select No to the question, “Is this a tax invoice?” in the first line. Leave the second box with the default answer of No.

9. Click the OK button.

10. Repeat the steps 6 through 8 for the second line.

11. After entries are complete, on the toolbar, click the **Save** button to save the journal.
12. On the Journals form, click the **Check Funds** button to check funds against the budget. A message appears in a Note dialog box stating whether the transaction passed the funds check.

13. Click the **OK** button to continue.

14. On the Journals form, click the **Reserve Funds** button to reserve funds. A message appears in a Decision dialog box asking whether you want to reserve funds for your budget transfer.

15. Click the **Yes** button to continue. A message appears in a Note dialog box stating that your transaction passed funds reservation.
16. Click the OK button to continue.

17. Click the Approve button to submit the journal for approval.

18. The next step is for the approver to approve the batch.
Journal Entry Inquiry

Journal Entry Inquiry retrieves and reports on the journal information, including posted, unposted, and error journals, in the General Ledger. You can perform a journal entry inquiry through the Journals form to view the details of journal entries. You can also view the journal information through an account inquiry. Account Inquiry allows you to search the General Ledger for specific journal entries.

Journal Entry Inquiry Using the Journals Form

This section explains how to search journal entry information using the Journals form.

The following steps explain how to perform a journal entry inquiry using the Journals form.

Scenario:

In this example, Division of Controller personnel would like to view the details of the journal entries they created in February 2007.

To search for specific journal entries using the Journals form:

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column of the home page, click MCPS GL Inquiry.

FMS E-Business Suite Home Page
4. In the **Batch** field, type your journal batch name or % (for wildcard) to search the journal(s) you have created.

5. Click the **Find** button. All batches that match the search criteria are displayed on the Journal Entry Inquiry form.

6. Highlight the line you wish to view.

7. Click the **Review Journal** button. The Journals form opens.
Journals form

8. Optionally, highlight a line and click the Line Drilldown button to drill down on the journal entry.

⚠️ **NOTE:** Not all journal entries will have an option to drill down on. The journal entries with sub-ledgers (for example, Payables and Inventory) will allow you to drill down on each journal line.

In this example, the Payables Invoice Accounting form opens and displays the details of the journal entry line.

Payables Invoice Accounting form
Journal Entry Inquiry Within the Chart of Accounts

This section explains how to search journal entry information within the Chart of Accounts. In addition to performing a journal entry inquiry using the Journals form shown in the previous section, you can search journal entry information within the Chart of Accounts.

The following steps explain how to perform a journal entry inquiry with the Chart of Accounts.

Scenario:

In this example, Division of Controller personnel would like to see the originating invoice responsible for a journal entry they are investigating. They are searching for Chart of Accounts 01.14101.551.04.000000.000000.0000.0000.00.

- **To search for specific journal entries within the Chart of Accounts:**

  9. Log in to FMS to open the FMS E-Business Suite Home Page.
  10. In the left column of the home page, click **MCPS GL Inquiry**.
  
12. In the From and To fields, click the list of values icon and select the appropriate range of accounting periods to include in your inquiry. In this example, the Accounting Period is FEB-07.

13. Click in the Accounts field to open the Find Accounts Flexfield.
Find Accounts

14. Under both the Low and High columns in the flexfield, type or select the Chart of Accounts information in the **Fund, Department, School, and Category** fields.

15. Click the **OK** button. The Account Inquiry form opens.

Account Inquiry form

From here you have a few options: You can view the balances by clicking the Show Balances button, or you can view the journal details by clicking the Show Journal Details button. You can get to the Journal Details button through the Show Balances button as well.

16. Click the **Show Balances** button. The Detail Balances form opens.
17. You can view the journal details by clicking the **Journal Details** button. The Journals form opens.

18. For each journal line, highlight the line and click the **Drilldown** button to view the detailed information for that line.
Follow the steps below to generate Journals-General reports to view, print, or save journal entries.

To generate the Journals-General report to view a journal entry:


   ![FMS E-Business Suite Home Page](image1)

2. In the left column of the home page, click MCPS GL Inquiry.

   ![FMS E-Business Suite Home Page](image2)

3. In the right column of the home page, under Reports: Request, click Standard. The Submit a New Request form opens.

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The Office of Information and Organizational Systems
Submit a New Request form

4. On the Submit a New Request form, click **Single Request** and click the **OK** button. The Submit Request form opens.

Submit Request form

5. Click the list of values icon (…) to display the Reports dialog box.

6. In the Reports dialog box, type **journals%** in the Find field and click the **Find** button. Or scroll down to locate and select **Journals-General** (180 Character).
Click the OK button. The Parameters form opens.

In the Type field, click the list of values icon (⋯) to open the Type dialog box.
9. In the Type dialog box, select Source Item. Click the OK button to return to the Parameters form.

10. On the Parameters form, in the Posting Status field, click the list of values icon (…) to open the Posting Status form.

11. On the Posting Status form, select Posted Journals. Click the OK button to return to the Parameters form.


13. Click the OK button. The Submit Request form opens.

14. On the Submit Request form, click the Submit button.
15. On the Requests form, click the Refresh Data button until you see Completed in the Phase field.

16. Click the View Output button. The report opens in the report viewer and shows details of the journal entry.
Report viewer

17. On the **Tools** menu, click **Copy Files** to view the report in your Web browser.

**Web browser View**

18. To save the report to a file in the desired location and in the desired format for printing, on the **Tools** menu, click **File** and **Save As**...
**WEB ADI**

FMS Web Application Desktop Integrator (ADI) is a spreadsheet-based extension to FMS applications that offers full cycle accounting and asset management. FMS ADI combines a spreadsheet’s ease of use with the power of FMS to provide true desktop integration during every phase of an accounting cycle. WEB ADI lets you create budgets, record transactions, add assets, reconcile inventory, and run financial statements and inventory reports from your spreadsheet.

**Web ADI Process**

The following steps explain how to create a manual journal using the Web ADI Worksheet.

**Scenario**

Division of Controller personnel determine that the wrong expenditure account has been debited. An adjusting entry must be made to move the amount from account 503002 to account 503003.

**NOTE:** Creating a manual journal using the Web ADI Worksheet requires you to adjust the security level set in Microsoft Excel on your computer. You may need to adjust the security level before you download the Web ADI Worksheet.

▶ **To adjust the security level set in Microsoft Excel on your computer:**

1. Navigate to Microsoft Excel and open a blank worksheet.

![Microsoft Excel - Web ADI worksheet](image)

2. On the **Tools** menu, click **Macros** and then **Security**. The Security dialog box opens.
3. On the Security Level tab, click Medium.

4. Click the Trusted Publishers tab.

5. Check both the Trust all installed add-ins and templates and the Trust access to Visual Basic Project check boxes.

6. Click the OK button. Now the security level in Microsoft Excel is adjusted to allow you to open the Web ADI Worksheet.

7. Close the Microsoft Excel application.
To create a manual journal using the Web ADI Worksheet:

1. Log in to FMS to open the FMS E-Business Suite Home Page.
2. In the left column, click Desktop Integration to view available functions in the right column.
3. In the right column, under Desktop Integration, click Create Document to open the Web ADI Viewer.
4. In the Select Viewer window, select Excel 2003 (or the Excel version you are using) from the pull-down menu. If you wish to upload the document after you complete it, do not check the Reporting field check box.
5. Click the Next button.
6. In the Select Integrator window, in the Integrator field, select **General Ledger - Journals** from the pull-down menu.

7. Click the **Next** button.

8. In the Select Layout window, in the Layout field, select **Functional Actuals - Single** from the drop-down menu.

9. Click the **Next** button.
10. In the Select Content window, leave the **Content** field default setting on **None** and click the **Next** button.

11. In the Document Creation Review window, review the choices you have made and click the **Create Document** button. The Information window opens.
12. Follow the instructions that appear in the Information window to save the document. If Pop-up Blocker is turned on in your Internet browser, you will get an error message in the beige color bar stating that to help protect your security, Internet Explorer blocked the site from downloading files to your computer. Click in the bar to select Download File.

13. When the File Download window appears, click the Open button to open the Microsoft Excel - Web ADI Worksheet.
14. (Optional) If you get an error message stating that macros are disabled because the security level is set too high, click the **OK** button and follow the steps described at the beginning of this Web ADI section to adjust the security level in Microsoft Excel on your computer.

15. After you click the **Open** button on the Microsoft Excel - Web ADI Worksheet, a security warning message is displayed.
16. In the Security Warning window, click the Enable Macros button. The Processing window opens. Wait for the document to be created.

17. After you see the Web ADI Worksheet behind the Download Confirmation window, click the Close button.

18. On the Tools menu, click Protection and then click Unprotect Sheet.

19. (Optional) Adjust the columns of the spreadsheet to fit better on the screen.
20. On the Web ADI Worksheet, double click in the **Category** field to open the Search and Select - Category window.

![Search and Select - Category window](image1)

**Web ADI Worksheet – Search and Select - Category window**

21. Under the Select column, click the radio button next to your Category choice for the journal entry: *In this example, the Category is Adjustment*. Click the **Select** button.

22. On the Web ADI Worksheet, double click in the **Source** field to open the Search and Select - Source window.

![Search and Select - Source window](image2)

**Search and Select - Source window**
23. Under the Select column, click the radio button next to your Source choice for the journal entry. *In this example, the Source is Manual.* Click the Select button.

24. On the Web ADI Worksheet, double click in the **Currency** field to open Search and Select - Currency window.

25. Under the Select column, click the radio button next to your Code (Currency) choice for the journal entry. *In this example, the Currency is USD.* Click the Select button.

26. On the Web ADI Worksheet, double click in the **Accounting Date** field to open Search and Select - Accounting Date window.
27. Click the list of values icon ( ) and select the accounting date for the journal entry. *In this example, the date is March 7, 2007.*

28. On the Web ADI Worksheet, double click in the first line of **Chart of Accounts** field to open the MCPS Accounting Flexfield.

![MCPS Accounting Flexfield](image)

**MCPS Accounting Flexfield**

29. In the MCPS Accounting Flexfield, type the account number for the journal entry. *In this example, the account number is 01.04424.424.04.503002.000000.0000.00.*

30. A message is displayed confirming whether the Chart of Accounts combination is valid.
31. Click the **Select** button to return to the Web ADI Worksheet.

32. In the **Debit** field, type the debit amount. *In this example, the debit amount is $100.*

33. Repeat the process for the next line. Type the Chart of Accounts and the credit amount numbers. *In this example, the account number is 01.04424.424.04.500300.000000.0000.0000.00, and the credit amount is $100.*
Web ADI Worksheet

34. After your journal entry is complete, save the information by clicking the Save icon (floppy disk icon). Then, you need to upload the worksheet to FMS.

Web ADI Worksheet

35. On the Oracle menu, click Upload.
36. Leave the default settings (Rows to Upload: Flagged Rows and Automatically Submit Journal Import checked) and click the **Upload** button. A confirmation window is displayed.

![Confirmation window](image)

**Confirmation window**

37. Click the **Close** button.

A smiley face will appear in each line to confirm successful upload status.
Searching and locating the uploaded journal:

1. You may wish to search and locate the journal you just uploaded to FMS. To find the journal, navigate to the FMS E-Business Suite Home Page.

2. In the left column of the home page, click the MCPS GL User to display the functions in the right column that the journal entry manager can perform in FMS.

3. Under Journals, click Journals to open the Find Journals form.
4. On the Find Journals form, type your search criteria in the Batch or Journal field to find the journal you just uploaded.

5. Click the find button. The Enter Journals form open.

6. To open the journal entry, click the Review Journal button. The Journals form opens.
Journals form

7. You will need to complete the journal entry process: Check Funds, Reserve Funds, Attach Appropriate Documentation, Request Approval of a Journal Entry, and Post a Batch.
CLEARING REQUIRED FIELDS

During the process of creating a journal entry, you may accidentally click in a field, which then turns into a yellow required field, in which you do not need to enter any information. The system will not let you save the form and move onto the check funds process until you clear the field. Follow the steps below to clear the unnecessary field.

▶ Clearing required fields:
1. On the Menu bar, click Edit and select Clear.

2. Select Record, Field, Block, or Form, depending on what you want to clear.